



Commission on Teacher Credentialing Staff Services Analyst (General) WRITTEN TRANSFER EXAMINATION

WHO SHOULD APPLY: Anyone interested in transferring into the Staff Services Analyst (SSA) classification with the Commission on Teacher Credentialing (CTC). Competition is limited to employees who meet the eligibility requirements listed below. State Personnel Board Rules 425, 430-433, 435, and 444 contain general provisions for lateral transfer.

HOW TO APPLY: You must complete the SSA Written Transfer Examination Request Form. The completed form should be submitted to the Office of Human Resources. Do **not** submit a Standard State Application form (Std 678).

FILING PERIOD: Submit SSA Written Transfer Examination Request forms (CTC OHR 094) by **5:00 p.m., Tuesday, May 15, 2012**. Requests forms received after this date will be placed in the examination file for the next testing period (dates to be determined).

TESTING PERIOD: Unsuccessful candidates may be tested only once during a six-month period.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the SSA Written Transfer Examination Request Form. You will be contacted to make special arrangements.

WRITTEN TEST DATE: Written tests will be scheduled as the number of candidates and conditions warrant. Candidates will receive written notice of testing no less than five working days before their scheduled test date.

SALARY RANGES:

Range A: \$2817 - \$3426 per month. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B: \$3050 - \$3708 per month. This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst (General) or Staff Services Analyst, Fair Political Practices Commission, or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing analytical personnel, budget, or administrative duties similar to those of a Staff Services Analyst.

Range C: \$3658 - \$4446 per month. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; and may apply to persons who have the equivalent of 18 months of satisfactory experience outside State service performing analytical personnel, budget, or administrative duties similar to those of Staff Services Analyst (General).

REQUIREMENTS FOR ADMITTANCE TO THE SSA WRITTEN TRANSFER EXAMINATION: You must meet the requirements to laterally transfer into the SSA classification and have current employment with the Commission on Teacher Credentialing.

EXAMINATION INFORMATION: The examination will consist of a written test weighted pass or fail. Records for those who pass will be maintained indefinitely for transfer purposes.

WRITTEN TEST SCOPE:

1. Quantitative Analysis
2. Data Analysis and Interpretation
3. Workload Management/Project Management Scenarios

QUESTIONS: Questions regarding the SSA written transfer examination can be addressed to the Commission on Teacher Credentialing – Office of Human Resources 1900 Capitol Avenue, Sacramento, CA 95811. Voice/TDD Telephone: (916) 324-3937.